

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT**

AGENCY: Department of Human Services, Family Services Administration

CONTRACTOR NO.: DCPO-2012-R-0177

CONTRACTOR: The Community Partnership for the Prevention of Homelessness

CAPTION: Management Oversight for Shelter Programs under the Homeless Services Continuum of Care

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)

2. MINIMUM NEED:

Community Partnership for the Prevention of Homelessness shall provide management oversight for specific services and programs under the Homeless Services Continuum of Care. The Continuum of Care includes a network of service providers to provide services to approximately 3,200 individuals who are homeless or at risk of becoming homeless in the District. The Contractor shall provide specific hypothermia shelters, low-barrier shelters, temporary shelters, transitional housing, housing for homeless youth, supportive services for permanent supportive housing and specialty programs/services for homeless single adults and families in the District.

The period of performance will be February 1, 2013 through January 31, 2014.

3. ESTIMATED FAIR AND REASONABLE COST:

The estimated fair and reasonable price to provide the required services for the period of February 1, 2013 through January 31, 2014 is \$14,425,565.29. The prices have been determined fair and reasonable based on current monthly rates paid by the District.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

There are several shelter, housing, medical, and training programs within the HSP that are offered to District residences solely due to the facility in which the programs and services are housed or operated out of. The facilities include churches, community centers, youth centers, housing facilities, and daycares. These programs and services operate out of facilities that are not controlled through ownership or lease by DHS or the District. TCP, as the current manager of the HSP, controls these facilities through ownership, lease, or through its subcontractor. For some

programs and services that are offered at facilities owned by the District, TCP, or its subcontractor, has exclusive use of the facility via a lease agreement with the District (e.g., medical clinic and culinary training program at the Federal City facility).

DHS is not currently incurring facility lease costs for the programs operating out of these facilities. Due to budget constraints, DHS cannot incur lease costs to secure comparable facilities or additional costs to develop similar facilities.

TCP is the designated pass through agency for the U.S Department of Housing and Urban Development (HUD) to receive funding directly from the federal government for a number of HUD funded homeless services programs. DHS provides TCP additional funding for supportive services that are excluded by the HUD funds. These DHS funds cannot be separated from the housing component of the programs and promote services which fall under DHS's purview. As a result, DHS must maintain the funding it has allocated to TCP to support these programs ongoing.

TCP is also the HUD sole designated agency to manage the Homeless Management Information System (HMIS) for the Washington DC Metropolitan Area. The HMIS is a software database system utilized to input, track, and report on program and client related data for homeless services programs provided in the District. HUD mandates that every jurisdiction receiving HUD funding utilize this system. The HMIS is used for all HUD and District funded homeless services program. As TCP is the HUD designee for pass through of funds and to operate the HMIS, DHS has no authority or ability to procure a contractor for these purposes.

TCP is currently administering two special initiatives through its existing management contract with DHS for disaster relocation and rental assistance. TCP serves as the issuer for rent subsidy payments for these initiatives and has established housing agreements with landlords. It is not feasible to change the rent subsidy payment entity for these initiatives or renegotiate the landlord agreements without jeopardizing available housing for clients of these initiatives.

TCP has provided management of homeless services in the District for over 20 years and DHS has been satisfied with TCP's performance and contract compliance.

5. CERTIFICATION BY THE AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

David A. Berns
Director
Department of Human Services

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract and Sole Source D&F was posted on the OCP website and no valid responses were received regarding the posting. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Patricia A. Tarpley
Contracting Officer
Office of Contracting and Procurement

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04. Accordingly, I determine that the District is justified in using the sole source method of procurement.

James D. Staton, Jr.
Chief Procurement Officer
Office of Contracting and Procurement

Date